

**KENTUCKY DEPARTMENT OF EDUCATION  
DIVISION OF FACILITIES MANAGEMENT**

**CHANGE ORDER SUPPLEMENTAL  
INFORMATION FORM**

**702 KAR 4:160**

(Supplement to AIA G701 and G701/CMA Change Order Forms)

District: \_\_\_\_\_ District Code: \_\_\_\_\_ Facility Name: \_\_\_\_\_ School Code: \_\_\_\_\_

BG #: \_\_\_\_\_ Project: \_\_\_\_\_ Contract/Bid Package: \_\_\_\_\_

Original Contract Sum: \$ \_\_\_\_\_ Change Order Number: \_\_\_\_\_

Requested Change Order Amount \$ \_\_\_\_\_ Time Extension Required: ☐ Yes ☐ No

**NOTE: All change orders shall be submitted with complete cost breakdown including materials, labor, overhead and profit, and any other descriptive drawings and information.**

Contract change requested by:

<input type="checkbox"/> Local Board of Education	<input type="checkbox"/> General Contractor
<input type="checkbox"/> Architect/Engineer	<input type="checkbox"/> Construction Manager
<input type="checkbox"/> Code Enforcement Official	<input type="checkbox"/> Other: _____

Change Order Description and Justification:

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Cost Benefit to Owner:

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Have contract unit prices been utilized to support the cost associated with this change order?

☐ Yes ☐ No

Is the cost for this change order supported by an alternate bid or competitive price quote(s)?

☐ Yes ☐ No

Does this change order effect the total Architect/Engineer design fee for this project? ☐ Yes ☐ No

Current A/E Contract Amount: \$ \_\_\_\_\_

Fee Amount for this change +/-: \$ \_\_\_\_\_

New A/E Contract Amount: \$ \_\_\_\_\_

Board of Education Designee Signature

Date

Attach additional pages if necessary